

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DED01422935</u>	DATE POSTED: <u>03/01/22</u>
POSITION NO: <u>209794</u>	CLOSING DATE: <u>03/21/2022 by 5pm</u>
POSITION TITLE: <u>Department Manager I</u>	
DEPARTMENT NAME / WORKSITE: <u>Division of Economic Development/Support Services Department / St. Michaels, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BQ68A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>        </u> \$ <u>63,496.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u>        </u> \$ <u>30.41</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u>        </u>

**DUTIES AND RESPONSIBILITIES:**

Under supervision of the Division Director manage the Support Services Department on a day to day basis; assume overall departmental responsibilities; provide direction and leadership in development, improvement, and analysis of Division policies, procedures, strategies, and guidelines; develops operating policies to improve and strengthen the Nation's economic position; engage in the exploration and development of new industries and markets that enhance the Nation's economic climate; exploration also includes pursuing technological innovations to streamline Division performance and functions; maintain up-to-date economic data; analyze and interpretation of data analytics information and present information fairly and without biasedness to better understand the impact of the data; update data as appropriate; analyzes, reports and monitors IT functions to improve operating capacity and efficiency; ensures compliance with the business lending program for loans and investments; serves as the BIDE Loan manager to ensure loans are in compliance with policies, regulations and loan plans; protect interest of the Navajo Nation by engaging in a thorough due diligence process; formulates policies and procedures for collection, reporting and monitoring to maintain accountability of funds; develops, analyzes and evaluates business proposals; and makes recommendations for action regarding the support of possible investments; leads specialized Teams to ensure project completion, budget compliance, and performance; develops metrics for performance based on project guidelines, budget, and ability to adhere to a timeline; develops, analyzes, reports and monitor the annual division budgets and financial activities; set department goals and objectives for subordinate staff; supervise the operating and maintenance of the Karigan Professional Office Complex; and attend meetings with local communities, business people, tribal, state and federal officials on policy, program information, regulations, and any related laws.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Political Science or in a closely related field; and four (4) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable Navajo Nation Code, State, Federal laws and regulations related to governing programs, procurement and contracting policies, methods and business practices;  
Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting;  
Possess skill in understanding and interpreting complex business laws, rules, regulations, policies, and guidelines;  
Skill in oral and written communications and presentations;  
Skill in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts;  
Skill in formulating and executing, documents and reports, short and long-term goals and objectives;  
Ability to effectively and clearly communicate, bilingual in English and Navajo; and  
Ability to establish and maintain effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**